

CITY OF WESTMINSTER COMMUNITY DEVELOPMENT DEPARTMENT

NEIGHBORHOOD MEETING NOTICE OF DEVELOPMENT EXAMPLE LETTER

Use Company Letterhead

Date:

Re: *Insert name of subdivision and application type: (ex: Olson Technological Park, 3rd Replat - Official Development Plan Amendment: Community Meeting)*

Dear Property Owner,

The owner of Lot ## and/or Block ##, of the Insert ODP and/or Name/Filing/Replat, is processing an Insert type of application ex: ODP (Official Development Plan) and/or PDP ODP (Preliminary Development Plan) through the City of Westminster. The property is located at Insert cross streets and address.

The amendment application is to allow for the development of Insert building size, type, and site acreage.

In conjunction with this application, a neighborhood meeting has been scheduled by the applicant which you are invited to attend. The design proposal will be presented and the community may pose questions about the project. Details of the meeting are as follows:

- Date:** Pick a date 2 weeks from when this notice is mailed. This should be done after the 1st formal review has been completed.

- Time:** Should start no later than 6:00pm (meeting should start at a time when people are getting off of work and can attend. They may start as early as 5:30pm), and typically should not last longer than 1.5 to 2 hours. Please list start and end time.

- Where:** Pick a location that is within the general area of the project. Location must be indoors and provide seating.

If you are unable to attend the meeting and would like additional information or to voice your thoughts, contact (*Insert Project Planner's Name and title here*), at the City of Westminster Planning Division at *303-658-XXXX* or (*Insert Project Planner's email*).

Applicant Signature and Contact Info.

Please see Development Vicinity Map on reverse side

(Be clear that this is not the location of the meeting, but the location of the proposed development.)